

Arlington Cultural Council Minutes  
December 14, 2015, 7:30-9:00pm  
Senior Center

Present: Sherry Greene, Karin Blum, Suzi Lubar, Jeff Timperi, Jeff Boudreau, Lauren Richmond, Merli Guerra, Elisabeth Taylor, Joe Burns, Scott Samenfeld

Meeting called to order at 7:32

#### **ITEM 1 Welcome new members and visitors**

Sherry Greene was welcomed as a new member of the council. No visitors were present.

#### **ITEM 2 Approval of November Minutes**

The November minutes were unanimously approved.

#### **ITEM 3 RFPs /Outstanding Grants**

The three outstanding RFPs from 2015 were received by the 12/1 deadline. Legendary Locals documentation comes to \$746.13 instead of \$800. They would like to donate books for the balance. Jeff T will be in touch to tell them to make the donations and provide documentation of the expense.

Grant Number	Grant Recipient	Status
01	Legendary Locals of Arlington (Barbara Goodman and Marjorie Howard) – a 128-page book. \$800	RFP received
04	Family Dance at Robbins Farm (Folk Arts Center of New England) – educator Marcie Van Cleave. \$550	RFP received
31	True Stories of Environmental Citizen Action (True Story Theater) \$800	RFP received

#### **ITEM 4 Debrief on Deliberations**

Karin requested feedback on the process used for deliberations in November. Merli questioned the scoring sheet and thinks it either should be used more in the session, or not used at all. Suzi suggested a subcommittee to look at replacing the scoring sheet and documenting the meeting process for future new council members. Karin felt the committee could meet in July-Aug. Suzi also noted that the Jefferson Cutter House does not have WiFi, so another location might be preferable next year.

## **ITEM 5 Confirmation of calculation of grant amount and Final Voting on 2015 Grant Allocations**

Since Jeff T is new to the treasurer role, he and Karin and Jeff T met with former treasurer Sharon Shaloo to calculate grant. Based on the calculations the council has \$12,119.35 that must be granted. Karin asked to increase the amount to \$12,200.00. The additional \$200 was distributed to two grant recipients. The council voted unanimously to approve the allocation slate. Sherry abstained since she was not yet a member of the council during deliberations.

## **ITEM 6 Grant Cycle Correspondence**

Elisabeth sent rejection letters on 11/30/15. Approval letters must wait until the annual report is completed. The report is due 1/15/16. Karin will have the report finished by 1/5/16. Once it is complete, Elisabeth will send "yes" letters to 2016 grantees. The council will pick liaison assignments at the January meeting.

One recipient of a rejection letter requested further clarification as to why their request was not approved. The council discussed the reason with Elisabeth and she will respond to the applicant.

Suzi volunteered to scan in the current set of approved applications.

## **ITEM 7 Publicity initiatives**

A council member is needed to take over the council website when Scott transitions off in January. Lauren and Merli, and possibly Nilou, are interested. At least two people will meet with Scott before his term is done to learn about the website.

The council would like to have an article in the Arlington Advocate about grant recipients as soon as possible after they are notified in January.

Elisabeth will ask grantees to send an image of their project to the council as part of the acceptance letter. Liaisons will follow up to ensure that the images are received.

## **ITEM 8 New Business**

Officer elections will be held at the January meeting. Merli has expressed an interest in the open co-chair position.

The annual report due to the MCC by 1/15/16 will be presented to the council at the January meeting for approval. Karin will also bring the narrative report for Town Meeting in January. Any suggestions for the report should be sent to Karin by 1/1/16. Last year's report can be found on the town website.

Jeff B has been talking to Asia Kepka about joining the council. Elisabeth is following up with another person who contacted her online.

Christopher from True Story Theater will come to the January meeting to address the council about suggestions for the April reception.

Karin suggested that council members attend the LCC event on 2/10/16 at the State House. Merli will be on a panel as part of the event.

Suzi will check on availability of the Town Hall Hearing room to hold the reception on 4/4/16/

Lauren is very interested in helping to plan the reception.

A discussion was held about making a single spreadsheet out of the separate ones that currently exist. Jeff T will upload his spreadsheet to dropbox and others will add theirs as additional sheets.

#### **Upcoming Events**

- 1/11/16 7:30pm, ACC meeting, Arlington Senior Center
- 1/15-1/18 Belmont World Film
- 2/8/16 7:30pm, ACC meeting, Arlington Senior Center
- 2/10/16 10-3 LCC Reception
- 3/14/16 7:30pm, ACC meeting, Arlington Senior Center
- 4/4/16 6pm, Annual reception, location TBD